

POLICE PROJECTS SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, provides assistance in the performance of a variety of analytical and administrative duties in support of assigned Police Department functions, operations, and program areas including special projects, research studies, budget analysis, contract administration, and other specialized functions; performs a variety of contract and grant administration duties; participates in the preparation of various reports to improve the efficiency and effectiveness of operations; and provides information and assistance to the public and outside agencies regarding assigned programs and services.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assists with a variety of research, administrative, and analytical duties in support of assigned Police Department functions, operations, and program areas; performs duties in support of various administrative operations and activities within assigned area of responsibility including special projects, research studies, budget analysis, contract administration, and other specialized functions.
- Participates in the development and implementation of goals, objectives, and priorities for assigned functions or programs; modifies policy and procedural manuals and guidelines.
- Participates in the preparation of technical, administrative, and financial analytical and statistical reports that present and interpret data, identify alternatives, and present and justify conclusions, and recommendations based on data summaries and other findings.
- Participates in budget development and administration for the Police Department; assists in compiling information for annual operating, capital improvement, and grant budgets; prepares reports and analyses related to impact of budgetary decisions; assists in the preparation of budget documents including financial forecasts.
- Answers vendor and employee inquiries regarding purchases, accounts, and budgets; monitors purchases and electronically receives items in the City's financial system.
- Provides assistance in resolving operational and administration issues; identifies issues and conducts research to find alternative solutions.
- Researches, prepares, reviews, monitors, and assists in the coordination of Police Department grants; prepares grant applications, City Council staff reports and oral presentations; prepares grant budget adjustments; processes contracts; monitors programs for compliance with grant regulations; prepares and submits grant correspondence and reports .
- Performs a variety of accounting functions for police grants; balances and reconciles payroll and financial transactions; prepares journal entries to correct financial statements; creates and maintains files to include financial statements, grant applications, invoices, contracts, correspondence, finance journals and grant reports.

CITY OF ESCONDIDO

Police Projects Specialist (*Continued*)

- Reviews department time cards; calculates leave balances; researches and resolves problems; corrects time card errors and enters data into on-line payroll system; runs and prepares audit and statistical reports.
- Participates in the preparation, maintenance and verification of a variety of accounting, financial and statistical records, logs and files; gathers, assembles, tabulates, verifies, adjusts, records and files financial data related to Police Department; balances and reconciles various statements and accounts; utilizes various program to generate reports and create spreadsheets relative to assigned area of responsibility.
- Participates in the coordination of interdepartmental and departmental activities with other City departments and divisions and with outside agencies; participates on city-wide interdepartmental teams.
- Attends and participates in professional group meetings; stays abreast of new developments within assigned area of responsibility; maintains awareness of federal, state and local regulations.
- Responds to and resolves difficult and sensitive citizen complaints and inquiries.
- Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic organization and operation of municipal government.
Methods and techniques of data collection, research, and report preparation.
Methods and techniques of statistical and financial analysis.
Principles and procedures of financial record keeping and reporting .
Principles and practices of accounting.
Office procedures, methods, and equipment including computers and applicable software applications.
Applicable civil, government and administrative codes.
Principles and practices used in grant development and administration.
Grant funding sources.
Principles and practices of customer service.
Principles of business letter writing.
English usage, spelling, grammar, and punctuation.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Perform a variety of analytical and administrative duties in support of assigned Police Department programs and functions.
Understand the organization and operation of the Police Department and outside agencies as necessary to assume assigned responsibilities.
Read, interpret, and correct financial statements.
Understand the City's budget and accounting processes.
Interpret and apply pertinent federal, state and local laws, codes and regulations as well as City policies and procedures.
Collect, evaluate and interpret information and data.
Prepare clear and concise administrative and financial reports for varying audiences.
Maintain accurate and complete records on programs and operations.
Independently prepare correspondence and memoranda.
Operate office equipment including computers and supporting applications.

CITY OF ESCONDIDO
Police Projects Specialist (Continued)

Adapt to changing technologies and learn functionality of new equipment and systems.
Organize and prioritize work flow.
Demonstrate an awareness and appreciation of the cultural diversity of the community.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Two years of college with major course work in accounting, public administration, business administration, economics, or a related field. A Bachelor's degree is desirable.

Experience:

Three years of increasingly responsible administrative support experience that includes participating in research and analyzing information from a variety of sources. Experience in a police department is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting. CONTINUOUS working indoors, dust from paperwork. Work schedule is 9/80 with alternating Fridays off in a biweekly period. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is performed indoors in office and in meeting rooms.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.